

Résumés



An Important Tool

In today's job market, the résumé is an important tool for anyone looking for work. Everyone, from the new entrant into the workforce to the experienced professional, will benefit from a well-written résumé. Many employers request a résumé be sent as the first method of contact. It can be used to capture an employer's attention, even when no job is advertised. Just as a job search is a sales campaign, your résumé is your sales brochure. More than a summary of your skills, experience, and education, it is an advertisement of your best. Your résumé should make you stand out from the competition.

Take the time to organize your job search information, including education, employment, and references. Focus on your skills and accomplishments and look for ways to sell your qualifications. A prospective employer does not just want to know where you worked, but also wants to know what you can do.



UTAH DEPARTMENT OF WORKFORCE SERVICES

Résumé Formats

CHRONOLOGICAL—The emphasis on this type of résumé is on a chronological listing of employment and employment-related experiences. The chronological résumé is a good format for those with a consistent employment history, no gaps in employment, and whose past employment experiences are related to their current employment goals. It effectively showcases a steady work record with increasingly upward responsibilities. This may not be the best for new graduates, individuals with job gaps, or persons changing careers.

FUNCTIONAL—The functional résumé highlights skills, experience and accomplishments without identifying specific dates, names, and places. This format is organized by functions or skills, advertising the specific qualifications needed for the occupation. This résumé works well for people changing careers. It is also effective for those re-entering the workforce, first-time job seekers and when highlighting experiences that occurred in the distant past. There is no chronological listing of employment.

COMBINATION—The combination résumé brings together the best of both the chronological and functional résumés. It features a functional section that highlights skills, accomplishments and experiences. It also includes a chronological listing of employment, education and employment-related experiences. This is a very effective format for many job seekers. The best chronological résumé is enhanced with a section highlighting skills, accomplishments, and experience. The best functional résumé is strengthened with a chronological listing of employment experiences.

Focus on your skills and look for ways to sell your qualifications. A prospective employer does not just want to know where you worked, but also wants to know what you can do.



Résumé Variations

KEYWORD—The keyword résumé is a variation that adds a listing of skills to the beginning of any standard résumé format. Placing critical occupational skills as keywords at the beginning adds impact to the résumé and helps to capture the reader's attention. This variation is effective for all career fields and skill levels.

TARGETED—More of a strategy than a style, the targeted résumé directs skills and experience to the specific needs of an employer. All résumés need to target a specific occupation. This approach targets it further to a specific employer and job. It is a very powerful résumé method that can set you apart from the competition and capture an employer's interest. For executive positions and specialized technical jobs, this strategy is almost a necessity. However this requires writing a separate résumé for each employment opportunity.

Résumé Layout

The résumé created by the job seeker needs to be unique. There is no one layout that fits everyone. However, there are some standard résumé categories.

PERSONAL CONTACT INFORMATION—your name, complete mailing address, telephone number(s), and appropriate e-mail address are proper personal information to include.

OBJECTIVE STATEMENT—Including an objective statement, sometimes called a “personal branding statement,” at the beginning of the résumé entices the employer to read on. The objective statement is not only saying what you want, but it also indicates what problems you can solve and how you can bring value to the organization. Remember don't tell the employer what you want, tell the employer what you can do for the company.

SUMMARY OR HIGHLIGHTS OF QUALIFICATION—Generally employers will spend less than 10 seconds screening your résumé the first time. Their goal is to eliminate as many candidates as possible and concentrate on the best. Therefore, highlighting your qualifications early in the résumé is an effective way to improve your chances for consideration.

BODY OF THE RÉSUMÉ—The résumé format you choose will determine the sequence of information. For a chronological résumé, employment history comes next. In a functional résumé, the summary sections would follow. The combination format would include both summary sections and chronological listings.

EDUCATION—Unless you are a recent graduate, your education should be placed toward the end of the résumé. If you are a recent graduate, then it may be listed earlier in the body. List only education that is significant to your job search. There is no need to list high school education if you have a college degree. If you have a GED, list yourself as a high school graduate.

OTHER ACTIVITIES—List only those activities that relate to your occupational goal and show skill or experience. It is best not to mention specific religious or political organizations unless they directly relate to your goal. Military experience may be listed as a separate section or as a part of the work history.

REFERENCES—References should be listed on a sheet of paper separately from your résumé. Send the references with the résumé only when requested. There is no need to state “References available upon request.”

For more detailed information and advanced résumé skills and tips, attend a DWS résumé writing workshop. For workshop schedule and location, visit jobs.utah.gov/jobseeker/workshops.

Utah Department of Workforce Services
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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.